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*(Signature of Traveler)*

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## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):  
American Israel Education Foundation (AIEF)
2. Description of the trip:  
Please see addendum
3. Dates of travel: May 25-June 2, 2019
4. Place of travel: Jerusalem, Tel Aviv, Tiberias
5. Name and title of Senate invitees: Please see attached
6. I certify that the trip fits one of the following categories:  
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  
- OR -  
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  
- AND -  
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  
- AND -  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

**I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:**

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**-OR-**

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

**-OR-**

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

**If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

AIEF is solely responsible for recruiting, coordinating, executing, and funding all aspects of the trip.

\_\_\_\_\_

\_\_\_\_\_

- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

**AIEF is a non-profit 501(c)(3) organization with the mission of providing educational programming about**

**the U.S.-Israel relationship. The delegation will have the opportunity to meet with a diverse group of**

Israelis and Palestinians, and see first-hand the outcome of U.S.-Israel strategic cooperation in the region.

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

**Please see addendum**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Please see addendum

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$9,638.68	\$1,814.43	\$1,046	\$2,809.63
<input type="checkbox"/> Actual Amounts	air = \$9,255.34 bus = \$311.11 Syrian border transport = \$55.56 taxis = 16.67	JLM = \$1,046.25 TLV = \$617.52 TIB = \$150.66	JLM = \$560 TLV = \$340 TIB = \$146	Please see breakdown attached

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

b) The trip involves an event that is arranged and organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

During the trip, participants will visit many regions and cities in Israel, to explore the strategic nature of the U.S.-Israel relationship.

19. Name and location of hotel or other lodging facility:

Orient (Emek Refaim Street 3, Jerusalem); Carlton (Eliezer Perl Street 10, Tel Aviv);

Europa (HaPalmach Street 3, Tiberias)

20. Reason(s) for selecting hotel or other lodging facility:

We chose these hotels due to their location and affordability.



21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Please see addendum

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

round-trip, business class on a commercial airline, chartered bus and taxis on the ground in Israel

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

none

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:

Name and Title: Rachel Hirsch, In House Counsel

Name of Organization: American Israel Education Foundation (AIEF)

Address: 251 H Street NW, Washington DC 20001

Telephone Number: (202) 639-5248

Fax Number: n/a

E-mail Address: rhirsch@aiefdn.org

**American Israel Education Foundation (AIEF)  
Educational Seminar in Israel  
Senior Congressional Staff  
May 25 – June 2, 2019**

**Senate Invitees**

1. Rey Benitez, The Honorable Catherine Cortez Masto (D-NV)
2. Doug Courtts, The Honorable Tom Cotton (R-AR)
3. Joe Hack, The Honorable Deb Fischer (R-NE)
4. Mark Johnston, The Honorable Mike Rounds (R-SD)
5. Kyle Plotkin, The Honorable Josh Hawley (R-MO)
6. Jonathan Stahler, The Honorable Chris Coons (D-DE)



## Addendum

The seminar will consist of discussions with Israeli government officials, military officers, Members of the Knesset, Palestinian representatives and U.S. officials, as well as site surveys of the northern border with Lebanon and Syria, the southern border with the Gaza Strip, and the security fence. The seminar also aims to provide the political, historic, and religious context to the current conflicts and issues facing Israel and the region. It will explore the connection the three monotheistic religions have with the land and the influence this connection has on today's struggles. In addition to formal meetings and briefings, the trip provides experiential opportunities to help better understand the geographical complications, the security implications, and the historic root causes of the current conflicts.

**Founded in 1990, the American Israel Education Foundation (AIEF) funds Israel Seminars for members of Congress, Capitol Hill staffers, students, political consultants, as well as Christian, Latino, African American, Progressive, and Veteran leaders. These trips to Israel are among the most critical programs AIEF supports on behalf of the U.S.-Israel relationship. These educational seminars allow policy makers to understand the complex historical, religious and geographic context of the Arab-Israeli conflict. Participants meet with Israeli government officials, military officers, members of the Knesset, U.S. government officials, Palestinian Authority officials and leading academics and journalists. For many of the participants, who make important decisions impacting Israel and the Middle East, these trips are their first, and sometimes, only exposure to the country. The most recent Senate trip was in March, 2019.**

**AIEF grants support innovative and award-winning programming that educates a wide array of participants, including college students, members of Congress and their staff, and political professionals.**

## **16. Other Expenses**

**Security: \$1,083.33 per person**

-AIEF considers the security of its trip participants as its highest priority. A security team accompanies all participants throughout the trip.

**Speaker Fees: \$611.11 per person**

-Honoraria for guest speakers

**Tour Guide: \$250.00 per person**

-As a detailed historical understanding is crucial to maximizing the educational aspect of the trip, a licensed tour guide accompanies the group throughout the trip.

**Hotels for contract staff (tour guide, bus driver, security guards): \$183.33 per person**

**Meals for contract staff and speakers: \$177.78 per person**

**Room Rentals: \$166.67 per person**

-The cost of renting rooms at hotels and restaurants for meetings and meals with speakers.

**Hotel Commission \$136.57**

-We pay a 7% hotel room commission to the company that books our hotels.

**Airport Assistance: \$55.56**

-We use a service to help participants navigate passport control and customs.

**Entrance Fees: \$50 per person**

-Several sites require an entrance fee, including the southern Western Wall excavations and the holy sites around the Sea of Galilee.

**Transportation for contract staff and speakers: \$33.33 per person**

**Photography: \$27.78 per person**

-On each trip we take a group photo with a professional photographer

**Other: \$27.78 per person**

-Briefing materials, miscellaneous

**Tips: \$6.39 per person**

-Tips for hotel staff

## **21. Per Diem**

Meal expenses are equal to the per diem rate for Jerusalem, Tel Aviv, and Tiberias. Lodging expenses are less than the per diem for Jerusalem, Tel Aviv, and Tiberias. Meal expenses include the cost for meals, snacks, and water on the bus. It does not include alcohol, as we do not pay for alcohol per Senate ethics rules.